



Biddick
Academy

Application Pack
Student Support Assistant

Closing Date: Friday 25th September at 9am

Dear Applicant

Thank you for your interest in the post of Student Support Assistant at Biddick Academy.

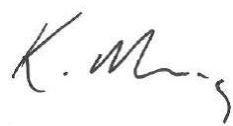
Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K. Morris

Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1100 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wider variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

Student Support

The Student Support Faculty at Biddick Academy comprises of a SENDCO, SEND Lead Practitioner and 15 Student Support Assistants. The team are passionate, innovative and forward thinking in offering support, advice and guidance for students with a Special Educational Need within the Academy. The team work collaboratively to ensure that students are inspired, curious and have the resilience to achieve and remove any barriers to success.

The Academy has a specialist ASD provision which aims to create a safe and happy environment for our students, whilst maintaining their sense of whole school inclusion. We pride ourselves on focussing on the individual needs of each student and creating opportunities for them to succeed both academically and socially.

The Student Support Faculty has developed a culture of high aspirations and expectations for all students which as a result has enabled our students to flourish academically and within their personal and social development over the years.

Student Support Assistant
Required as soon as possible
Grade D (£19,171) pro rata to TTO 39 weeks and part time (32.5 hours)

Biddick Academy is a thriving, oversubscribed secondary school conveniently located 10 minutes' drive from Newcastle and Durham. We are passionate about education and believe that all students can and should achieve their full potential. Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy enjoys an excellent reputation within the local community. We continually strive to inspire learning, unlock potential and achieve success for every student.

Teaching and learning at Biddick Academy is supported by a committed and dedicated Pastoral and Student Support Team who make a significant contribution to maintaining a positive environment for learning.

We are seeking to appoint a Student Support Assistant to join our pastoral team. The successful candidate will have:

- A passion for working with young people and helping them to attain to the highest standard
- Excellent interpersonal and communication skills
- Excellent organisational and time management skills
- The ability to work well as part of a team

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and excellent professional development opportunities.

We welcome socially distanced visits and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please contact Mrs Helen Neary, HR Manager at neary.h@biddickacademy.com or 0191 5111600, ext 5013 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs H Neary at the email address above.

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

Closing date for application: Friday 25th September 2020 at 9am
Interviews: Thursday 22nd October 2020



Job Description

Post Title:

Student Support Assistant

Responsible to:

The post holder is directly accountable to Lead Practitioner SEN

Grade and Terms and Conditions

Grade D

Principal Responsibilities:

General Duties of a Student Support Assistant

- Raising awareness with teaching staff regarding the strengths and difficulties of individual students.
- Assisting teaching staff in the monitoring, recording and evaluation of student's progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual students.
- Liaising with the SENCO and teaching staff, to identify the needs of the students.
- Liaising with the multi-disciplinary team of professionals who support the child, to identify their individual needs.
- Assisting in the preparation and review of I.E.Ps including co-ordinating relevant information for I.E.Ps.
- Setting up and using equipment as required to maintain student's needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness to school staff of the pressures on students which may result in behavioural problems.
- Assisting in the setting of behaviour targets.
- Assisting in compiling and maintaining students records.
- Assisting in the review of the students special educational needs where appropriate.
- Assisting in the preparation of learning materials for this purpose.
- Under the direction of the teaching staff work independently with individual students and groups of students both within the school environment and in the local community.

- Assisting in the preparation of work and other activities for students in accordance with objectives set by teaching staff.
- Where appropriate with Senior Leaders to develop risk assessments for each student relating to behaviour management and student capacity to understand their own personal safety.

Support for the students

- Working with students on individual targets set by a teacher.
- Supporting students in a wider variety of settings outside of the school environment including vocational centres, work placements, local community, or any other learning environment as appropriate.
- Supporting the reintegration of students in mainstream schools to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the students which may involve work outside the school base and in the local community.
- Under the direction of teaching staff or senior colleagues, working independently with individual students or groups of students if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of students as directed by the teaching staff.

Support for the Academy

- Participating in meetings to review student's progress and reporting to the meeting as required, on involvement with students.
- Liaising with educational and health specialists, and outside agencies as required.
- Contribute to the Student Support self-evaluation.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the Academy, outside agencies and other relevant agencies.
- Being an effective role model for the standards of behaviour expected of students.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the trustee board and the local education authority.

Professional Values and Practices

- Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating students consistently with respect and consideration, and being concerned with their development as learners.

- In line with the Academy policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within Academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the Academy and responding effectively, following Academy policies and procedures.
- Building and maintaining successful relationships with students, parents/carers and staff.
- Have the skills to communicate with a wide range of audiences.
- To undertake first aid duties as required.
- Have/or be prepared to develop the skills to use ICT including augmentative communication aids, interactive white boards, digital computers, video equipment etc.
- Undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must carry out their duties with full regard to the Academy's Policies and Procedures.



STUDENT SUPPORT ASSISTANT

PERSON SPECIFICATION

Qualifications and Experience	Essential	Desirable	Method
GCSE In English and Maths (Grade C or equivalent)	✓		A
A relevant qualification in supporting students' learning		✓	A
Willingness to attend relevant training courses	✓		A/I
Experience of working with young people	✓		A

Skills and Experience	Essential	Desirable	Method
Excellent interpersonal and communication skills	✓		I
Excellent ICT skills	✓		A/I
Effective organisation and time management skills	✓		A/I
An appreciation of the importance of good behaviour management	✓		I
The ability to work on own initiative	✓		A/I

Personal Attributes	Essential	Desirable	Method
Reliable and excellent time keeping	✓		I
Ability to remain calm in pressurised situations	✓		I
A team player	✓		A/I
Self - motivated	✓		I
Commitment to the safeguarding and the welfare of children	✓		I

A – Application Form
I - interview

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